Board Affairs Meeting Minutes Format

Board Affairs Committee Meeting Minutes of \_\_\_\_\_\_\_\_\_\_\_\_\_

**Attending:**

**Regrets:**

**Assignments are in bold print and policy decisions are both bold and underlined**.

1. Call to Order / Welcome:
2. Opening Prayer:
3. Review Agenda:
4. Review Minutes of Last Meeting:
5. Agenda Item:
6. Agenda Item:
7. Agenda Item:
8. Agenda Item:
9. Round Table Discussion:
10. Closing Prayer
11. Adjournment:

Respectfully submitted,

Name

Board Affairs Committee Secretary